

Studio Policies



- **Tuition**

- Our fall/spring season is 36 weeks long. Tuition is paid in six equal payments.
- Once a year registration fee is due at time of enrollment, along with 1st tuition payment.
- All payments will be applied to tuition first.
- Liberty Dance Center reserves right to charge the most recently used credit card on file to accounts not paid in full the Sunday after tuition due week.
- Students may not participate in recital until all tuition and fees are received / cleared.
- \$10 per week, late fee will be added to payments received after the due date.
- \$30 fee apply on all returned checks.
- Parents will be required to read and accept our on-line Parent Agreement/Waiver form.

- **Missed Class/Withdrawal Policy-**

- There are NO cash refunds for missed classes or withdrawing from classes.
- In the case of withdrawal, unused paid tuition will remain as credit for up to two years from the date of withdrawal for future tuition use. This credit is non-transferable.
- Missed classes may be made up within 60 days in a class level equal to or below the dancer's assigned grouping.

- **Recital-**

- Annual recitals are usually held the weekend after Memorial Day at the Hamilton Fine Arts Center which is located in Sussex, WI.
- Detailed information on recital will be made available starting in December.
- Recital to be held Friday June 1, Saturday June 2, 2018.

- **Costumes-**

- All classes will have a recital costume.
- Costumes will **not** be ordered until full payment is received by studio which is due in December.
- Costumes will be distributed to students in April. Account needs to be paid in full in order to receive your costume.



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Incident Weather Policy-

- Closings will be announced on our website, studio Facebook page and TMJ4 television/radio.
- Please make up cancelled classes at your convenience within 30 days.
- Safety of our students and staff is on #1 priority when determining cancellations.

Communications-

- Please check your email, LDC Facebook page and studio bulletin board regularly.
- Detailed recital guide will be emailed and posted in the studio in February.
- Key dates (ex: tuition due dates, rehearsals, recital dates and others) are also available on refrigerator magnets available at the front desk.
- Questions, comments, suggestions, Please contact Miss Kate or Mr. Mike.

Student Conduct-

- Gossiping or negative talk about staff, fellow students, parents and/or other studios will not be tolerated.
- Students are not allowed in dance rooms until their teacher invites them in.
- Check the lost and found bin regularly.
- Please be on time and dressed appropriately for class (shoes, hair, clothing).
- Students should address teachers and staff by "Miss/ Mr" (first name) at all times.

Parent Conduct-

- Gossiping or negative talk about staff, fellow students, parents and/or other studios will not be tolerated.
- Staff is NOT responsible for children (students / siblings) outside of their class time.
- Please be courteous and clean up after yourselves (put away toys, chairs and trash).
- Parents may observe class inside dance rooms during Open House weeks..



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